



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FORENSIC COMPUTER EXAMINER I

Job Number: 20000953

Job Code: 40750V161016

Job Group: 4000 - HEALTH SCIENCE AND LABORATORY

Job Established: 11/16/2006

Job Revised: 10/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under supervision, gains skills to perform forensic examinations of computers and digital devices, including digital storage media, for the purpose of identifying and collecting data for introduction as evidence in court or other legal proceedings; and performs other duties as assigned

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with an associate's degree in computer science, information services, data communications and networks, digital forensic studies or a related field.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

Additional education (i.e. technical school, etc.) in the field of computer science, information services, data communications and networks, digital forensic studies or a related field will substitute for the associate's degree on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Experience working with computers and/or digital networking devices will substitute for the associate's degree on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s),

certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Gains skills to conduct forensic examinations of computers and other digital devices, including storage media. Learns to complete proper documentation for investigative reports. Assists in performing technical research on the internet regarding the application, configuration and operation of digital networking and storage devices. Researches and maintains knowledge of current development in the field of computer forensics by attending related training courses, seminars, and conferences. Learns to provide technical expertise and support to state and local law enforcement agencies on issues relating to the seizure, operation and forensic examination of computers and other digital devices and storage media. Trains for and participates in mock trials. Assists in preparing reports on the results of the computer/digital analyses for court purposes. Receives evidence and is responsible for its security until returned to the submitting officer or agency. Reviews technical forensic computer literature and attends conferences and training courses to maintain analytical techniques. Presence may be required at crime scenes to assist with evidence gathering and processing. Enforces departmental procedures as they relate to forensic computer laboratory operations. Prepares evidence for presentation in court and may testify in court as an "expert witness" regarding examination results.

UNIQUE PHYSICAL REQUIREMENTS:

May be required to lift 50 pounds or less.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is usually performed in a secure, office setting. Work is performed with computers and peripherals used for the forensic examination of digital evidence. May accompany investigators to crime scenes to perform digital forensic examinations on computers, networks, and media.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.